



## **FOOD FACILITY INSTALLATION GUIDE FOR HOTELS/MOTELS OFFERING LIMITED COMPLIMENTARY FOOD AND/OR BEVERAGE SERVICE**

Occasionally hotels and/or motels, which do not have a permitted food facility on the premises, wish to provide their guests with some type of limited food service in the lobby as part of the cost of lodging. Typically this service is offered at breakfast time, but limited food service has also been offered during the evening “happy hour” period.

San Bernardino County exempts from permits those businesses selling/giving away prepackaged, nonperishable food items in an area less than 10-square feet. Any business selling/giving away food in a nonprepackaged form, foods considered potentially hazardous or packaged foods in an area in excess of the 10-square foot limit are required to obtain a valid health permit. A health permit cannot be obtained until the business meets all of the state health code requirements and has received prior approval from this department.

This installation guide specifies the general structural and operational requirements for the serving of limited complimentary foods and/or beverages to guests by hotels and motels. The guide is intended to serve as a general overview of the requirements. Please contact this department if you require further information regarding your particular proposal.

### **PLAN SUBMITTAL**

Before constructing, enlarging, altering or converting any portion of the hotel/motel for use as a limited complimentary food and/or beverage service facility, a plan must be submitted to this department which includes the following information:

- ❖ A floor plan drawn to scale (1/4" per foot) identifying all structures, areas, and equipment related to the proposed food and beverage service operation (including the janitorial facilities and restrooms).
- ❖ A complete menu of foods and beverages to be served and the frequency of service.
- ❖ A brief description of how the individual food items are to be stored and served.

After the plan checker has reviewed and approved the plan, the local building and safety department should be contacted regarding the issuance of any required building permits. Work can then commence. Upon completion of all construction, you must call for a final inspection. After final approval is given, you will be given an application to apply for a health permit to operate.

## REQUIREMENTS FOR FOOD AND BEVERAGE SERVICE

- ❖ An approved commercial 3-compartment utensil sink with dual attached drainboards. The size of the sink compartments and drainboards must be large enough to accommodate the largest utensil (coffeepot, juice dispenser, serving tray with dome cover etc.) to be washed. This sink must be supplied with hot (120° F) and cold water and drain indirectly to a floor sink.
- ❖ A handwash sink supplied with hot and cold water, soap and paper towel dispensers.
- ❖ A food preparation sink supplied with hot and cold water and drained indirectly through a floor sink is required if slicing fresh fruit or vegetables for service.
- ❖ A mop sink supplied with hot and cold water. This mop sink can be located outside of prep area in an adjacent janitorial room, laundry room etc.
- ❖ All food service equipment including utensil sink, food preparation sink, refrigerator, microwave, ice machine, coffee maker, juice dispensers, milk dispensers, storage shelving etc. must be listed by NSF or another ANSI certified sanitation listing agency.
- ❖ Adequate shelving must be provided for the storage of all foods and utensils.
- ❖ Approved floor, coved base, wall, and ceiling finishes are required in all open food serving and prep areas, food storage areas, restrooms and mop sink areas.
- ❖ All open food displays for guest self-serve shall be effectively shielded with sneeze guards.

## NO LIVING UNITS ARE ALLOWED TO OPEN DIRECTLY INTO ANY FOOD PREP OR STORAGE AREA

## GENERAL REQUIREMENTS FOR ESTABLISHMENT

- ❖ The general premises shall be kept clean of litter and refuse.
- ❖ The hotel/motel shall be maintained and operated so as to control the entrance, harborage and breeding of vermin, including insects and rodents.
- ❖ No live birds or animals are permitted in the food service or storage areas.
- ❖ Restrooms must be conveniently located (within 200 feet of prep areas).

For more information, contact



County of San Bernardino • Department of Public Health  
DIVISION OF ENVIRONMENTAL HEALTH SERVICES

**ONTARIO**  
1647 E. Holt Blvd.  
(909) 458-9673

**SAN BERNARDINO**  
385 North Arrowhead Ave.  
(909) 884-4056

**VICTORVILLE**  
13911 Park Ave., Suite 200  
(760) 243-3773

Visit our web site: [www.sbcounty.gov/dehs](http://www.sbcounty.gov/dehs)